

STATE AND CONSUMER SERVICES AGENCY

**DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
JOB OPPORTUNITY BULLETIN**

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX,
MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

UNIT: Legal Division – Six positions **pending budget approval**. Positions may be located in any of the following locations: Bakersfield, Fresno, Los Angeles, Oakland, Sacramento, San Diego, San Jose, or Santa Ana.
(PLEASE INDICATE DESIRED LOCATION ON APPLICATION)

CLASSIFICATION: Fair Employment and Housing Counsel

SALARY: \$4674 - \$7828

FINAL FILING DATE: Until Filled

DUTIES: Legal research and writing, as well as analysis of court and administrative decisions. Provide legal advice and opinions to the Director's Office and District Offices on specific legal issues. Prepare for and present training on the law to the Legal and Enforcement Division staff, as well as prepare for and attend as a consultant and/or speaker at public forums. Review pending cases under investigation and advise Enforcement Division staff regarding the legal and factual criteria necessary for reaching a determination on the matter. Under the direct supervision of the Chief Counsel, the incumbent will perform the following duties: Civil and administrative litigation of discrimination cases alleging violations of the Fair Employment and Housing Act, Unruh Civil Rights Act, and Ralph Act. Preparation of formal discovery following administrative and civil procedure guidelines, i.e. interrogatories, motions, depositions, etc. Make determinations of cause in cases after eliciting information necessary to establish a violation of the FEHA and prepare accusations and/or civil complaints. Meet time frames as set forth by statutory requirement. Prepare for and attend motion hearings in civil and administrative forums. Respond to legal inquiries from the public. Professional interactions with public, opposing and co-counsels, and private and governmental agencies. Defend the Department and litigate cases in State Personnel Board hearings relating to personnel actions.

DESIRABLE QUALIFICATIONS: Civil and administrative litigation experience, ability to work well under time constraints, good case management skills, integrity, initiative, tact, dependability, good judgment, ability to work independently and cooperatively. Ability to operate a computer and knowledge of Excel and MS Word software programs. Selected candidates will be required to certify they have a valid California driver's license and liability insurance.

WHO SHOULD APPLY: Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. All applicants must clearly indicate their basis for eligibility on the State application (STD 678). Applicants will be screened and those best qualified will be interviewed.

SEND COMPLETED STATE APPLICATION (STD 678) TO:

Department of Fair Employment and Housing
ATTN: Personnel Office
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758

(916) 478-7229
TTY (800) 700-2320

ISSUE DATE: 05/14/07